

**SECRET**

**Status of Retention Plans for  
Permanent Records of the Directorates**

A. The DDS&T components developed their first Retention Plan in 1969 and are currently up-dating it with a tentative target date of March 1972.

B. A team of DDP and Agency Records Staff Officers has prepared a first draft of a Plan for DDP files. In 1969 DDP published Records Disposition Instructions [REDACTED] Also, for the past two years the DDP Records Staff has been working to expand the official CS Records System to include all file material of value. This has been delayed by a lack of computer capacity to handle the additional file codes. When this is accomplished they will be in a position to prepare a comprehensive Retention Plan, draw from it a list of permanent files, and establish "office of record" responsibility.

25X1A

C. The DDI and DDS components have teams actively engaged in developing their Retention Plans. Completion is targeted for March 1972.

D. A member of the Agency Records Staff has been assigned to work on the Retention Plan for permanent records in the DCI Area.

E. At the "Annual Conference of Records Management Officers" this December Retention Plan developments will be reviewed.

**SECRET**